

Other types of EPAF

Other EPAFs include:

1. Pay Rate Change
2. Supervisor Change
3. End Job Assignment
4. Budget Change

* * * * *

For All EPAFs:

1. Log onto Pipeline
2. Go to Employee tab
3. Resources
4. Banner Self Service
5. Electronic Personnel Action Form
6. [New EPAF](#)

New EPAF Person Selection

Enter an ID, select the link to search for an ID. Enter the desired Effective Date and select the Approval Category. Then Select Go.

[Detailed Directions](#)
[Video Tutorial](#)

* - indicates a required field.

Enter Employee K#

Employee K# search

ID: * 🔍

Effective Date: MM/DD/YYYY* 11/19/2018 📅

Approval Category: *

- Not Selected
- (Rehire) Hourly Job, H001
- (Rehire) Student Job - General, S001
- (Rehire) Student Job - Federal Work Study, S002
- (Rehire) Student Job - International, S003
- (Rehire) Hourly Reader, H002
- (Rehire) Student Reader, S004
- End Job Assignment, 0004
- Change Payrate (Step), C001
- Change Supervisor, C002
- Change Budget (FOAPAL), C003

Pay Rate Change

New EPAF

Enter K#

Set Effective Date (Must be at the beginning of a pay period or date of hire. Pay period begins on the 11th of each month)

Choose Approval Category- Pay rate Change

Select Go

List of jobs should come up- select job you wish to change the step/rate on

ID:
Query Date: Nov 11, 2018
Approval Category: Change Step, C001

Change Payrate, STEP

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="text"/>	New Job	<input type="text"/>	<input type="text"/>							<input type="radio"/>
	Primary	HI9951	00	DSPS	4012, Disabled Student Programs/Services	Jul 01, 2014		Oct 10, 2018	Active	<input checked="" type="radio"/>

All Jobs

Go

Select Go

Choose new step (1-6)

Change Payrate, HI9951-00 DSPS, Last Paid Date: Oct 10, 2018

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*	09/11/2018	<input type="text" value="11/11/2018"/>
Step: *	4	<input type="text" value="4"/>
Job Change Reason: *(Not Enterable)		<input type="text" value="PRATE"/>

Select Steps 1-6.
Steps 7-11 are designated for certificated areas

Routing Queue

Approval Level	User Name
99 - (SUPER) Human Resources	<input type="text"/>
100 - (FINAL) Final Processing	<input type="text"/>
Not Selected	<input type="text"/>

- Select Amount
- Step 1: \$11.00
- Step 2: \$11.74
- Step 3: \$12.97
- Step 4: \$14.21
- Step 5: \$16.68
- Step 6: \$17.91
- Step 7: \$24.35
- Step 8: \$25.58
- Step 9: \$26.22
- Step 10: \$29.67
- Step 11: \$41.93

Set Routing Queue (Lvl 40 Dean/Manager set to approve- Lvl 99 Gordon or Yvette Decierdo set to approve- Lvl 100 Banworx set to apply)

Save

Then Submit

Supervisor Change

New EPAF

Enter K#

Set Effective Date

Choose Approval Category- Change Supervisor

Select Go

List of jobs should come up- select job you wish to change the supervisor

ID:

Query Date: Nov 19, 2018

Approval Category: Change Supervisor, C002

Change Supervisor, SUP_ID

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="text"/>	New Job	<input type="text"/>	<input type="text"/>							<input type="radio"/>
	Primary	HI9951	00	DSPS	4012, Disabled Student Programs/Services	Jul 01, 2014		Oct 10, 2018	Active	<input checked="" type="radio"/>

All Jobs

Go

Select Go

Enter New Supervisor ID

Change Supervisor, HI9951-00 DSPTS, Last Paid Date: Oct 10, 2018

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*	09/11/2018	<input type="text" value="11/19/2018"/>
Supervisor ID: *	<input type="text" value="Supervisor K# search"/> <input type="button" value="→"/> <input type="text"/>	<input type="text"/>
Job Change Reason: (Not Enterable)		<input type="text" value="REASS"/>

Set Routing Queue (Lvl 99 Gordon or Yvette Decierdo set to approve- Lvl 100 Banworx set to apply)

Save

Then Submit

End Job Assignment

New EPAF

Enter K#

Set Effective Date

Choose Approval Category- End Job Assignment

Select Go

List of jobs should come up- select job you wish to end

ID:

Query Date: Nov 19, 2018

Approval Category: End Job Assignment, 0004

End Job, TERM01

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="text"/>	New Job	<input type="text"/>	<input type="text"/>							<input type="radio"/>
	Primary	HI9951	00	DSPS	4012, Disabled Student Programs/Services	Jul 01, 2014		Oct 10, 2018	Active	<input checked="" type="radio"/>

All Jobs

Go

Select Go

Set Routing Queue (Lvl 99 Gordon or Yvette Decierdo set to approve- Lvl 100 Banworx set to apply)

Save

Then Submit

Change Budget

New EPAF

Enter K#

Set Effective Date (Must be at the beginning of a pay period or date of hire. Pay period begins on the 11th of each month)

Choose Approval Category- Change Budget (FOAPAL)

Select Go

List of jobs should come up- select job you wish to change the budget for

ID:
Query Date: Nov 11, 2018
Approval Category: Change FOAPAL, C003

Change Job Budget, FOAPAL

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="text"/>	New Job	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>
<input type="text"/>	Primary	HI9951	00	DSPS	4012, Disabled Student Programs/Services	Jul 01, 2014		Oct 10, 2018	Active	<input checked="" type="radio"/>

All Jobs

Go

Go

Enter Timesheet Org

Change Job Budget, HI9951-00 DSPS, Last Paid Date: Oct 10, 2018

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*	09/11/2018	<input type="text" value="11/11/2018"/>
Job Change Reason: (Not Enterable)		<input type="text" value="BUDCH"/>
Timesheet Org:	<input type="text" value="Adjust 4 digit Budget Organization"/>	<input type="text"/>

Adjust Budget lines

New
Effective Date: MM/DD/YYYY

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date
<input type="text" value="1"/>	<input type="text"/>	<input type="text" value="12064"/>	<input type="text" value="4012"/>	<input type="text" value="232000"/>	<input type="text" value="642000"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	100.00	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total:										100.00	

Set Routing Queue (Lvl 80 Fiscal Services/Finance set to Approve- Lvl 99 Gordon or Yvette Decierdo set to FYI- Lvl 100 Banworx set to apply)

Save

Then Submit